

# U3A Mac and Ipad Users

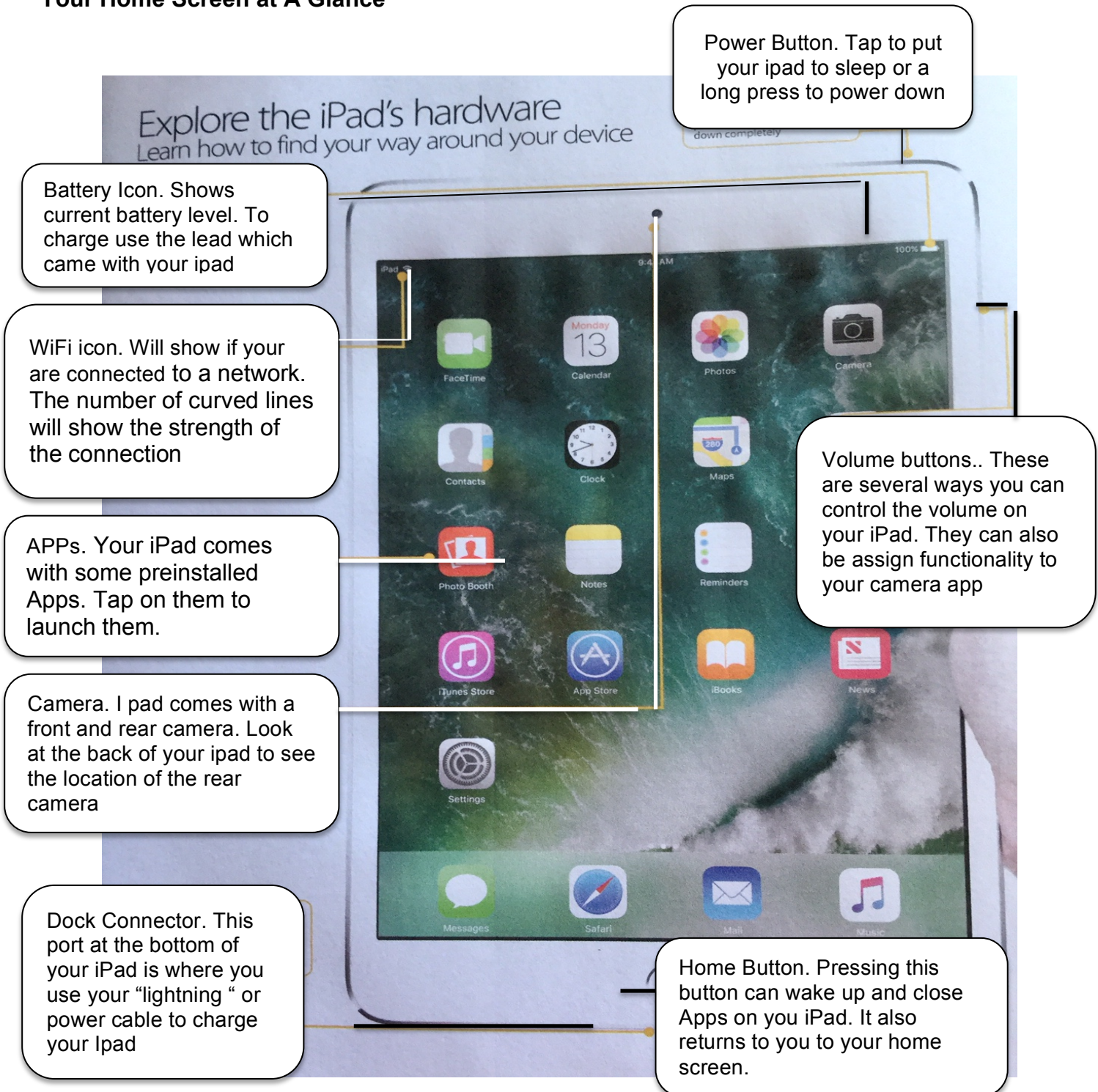
## Ipad For Beginnerstπ

### a 5 Week Course

#### Lesson 1

Knowing what's what on your Ipad's Hardware

#### Your Home Screen at A Glance



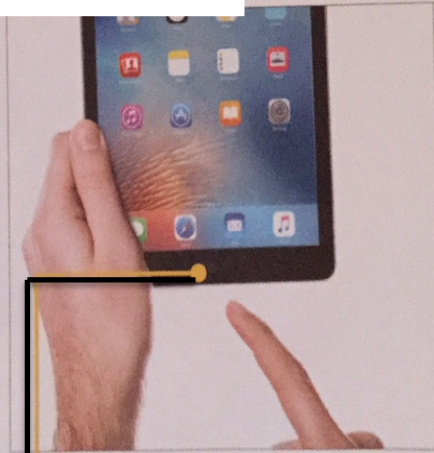


## Using your iPad's Hardware

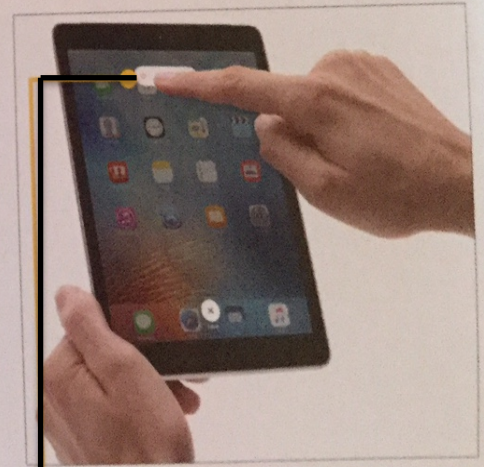
### Turning your iPad off and on



To turn your iPad on hold the power button on the top until though Apple icon appears

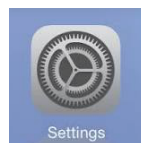


If your iPad is in sleep mode press the power button or home button to wake the iPad up



To turn your iPad off, hold the power button down until the screen dims and though slide the power off message

Tap **Settings** to

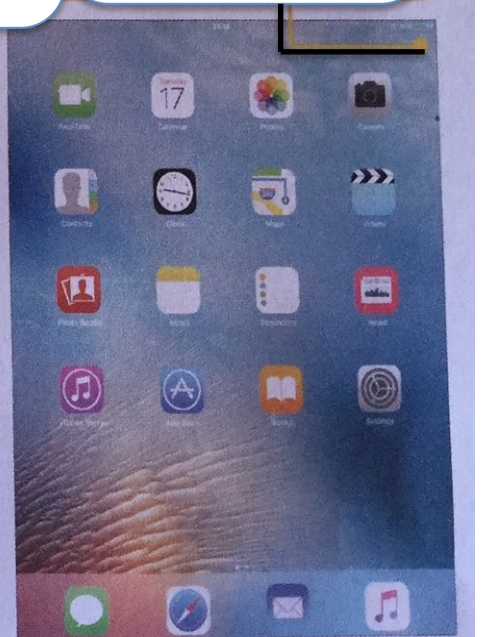
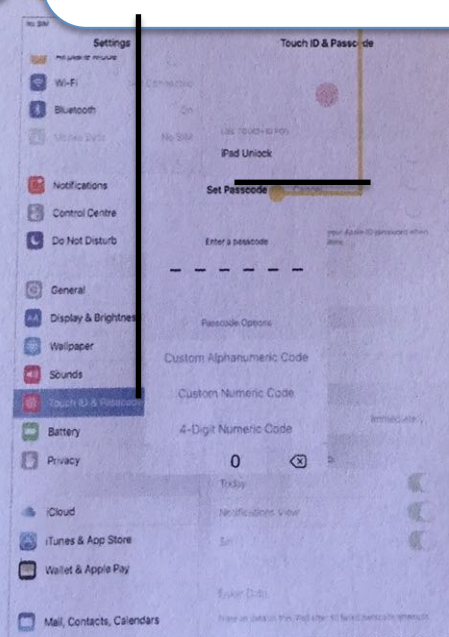
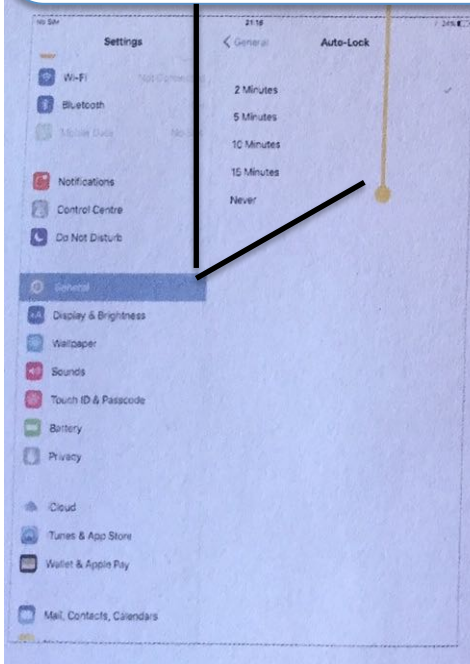


complete these see these next tasks

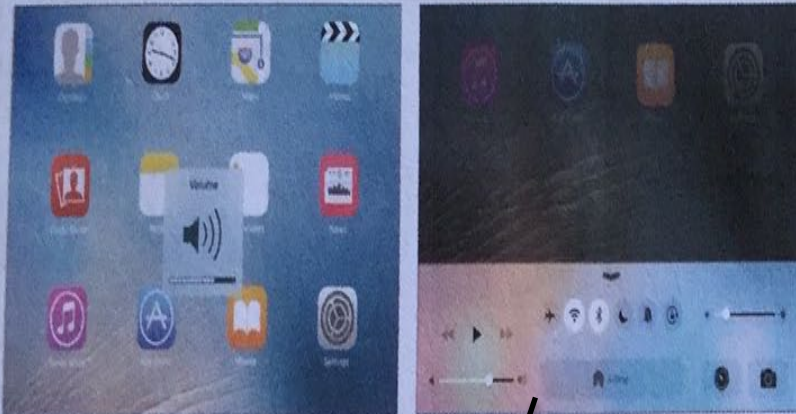
**Sleep Mode.** To conserve battery power when your iPad is not in use, go to Settings- General scroll down and tap and set the time you would like your iPad to go into sleep mode.

**Locking and Unlock Your Device** Go to Settings> Passcode and turn Passcode on. Set a simple the simple passcode or disable to use something more complex .

**Charging Your Device.** Your will need to keep an eye on your battery charge when need via the "lightening " cable

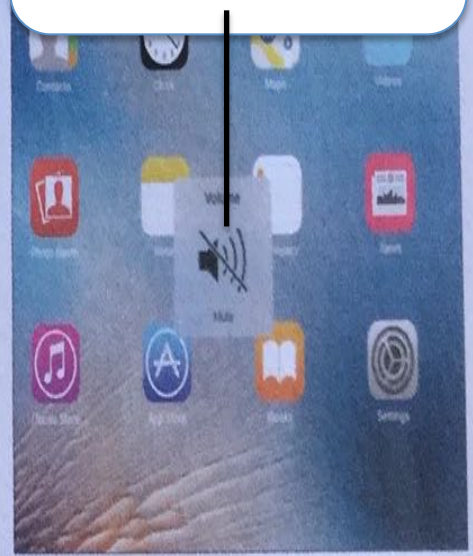


**Changing the Volume.** You can change the volume on your iPad by using the volume button on the side of your device or if you like.....

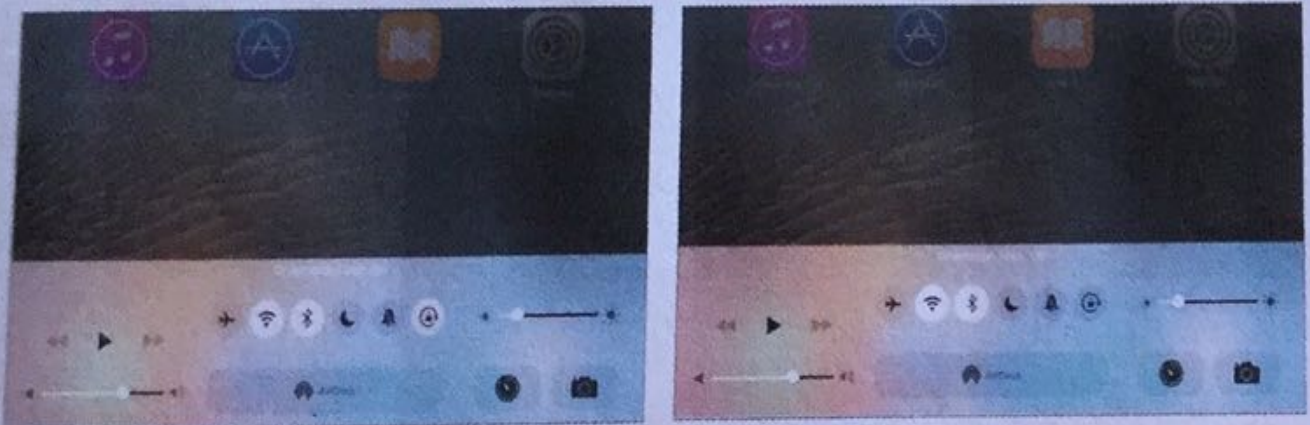


**Mute.** This symbol will appear if your volume has been muted. Press your volume buttons to turn on the volume

You can swipe up from the bottom and change the volume in the **CONTROL CENTRE**



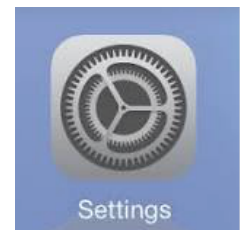
**Rotation Lock.** The orientation of your iPad screen be locked to keep either landscape or portrait.



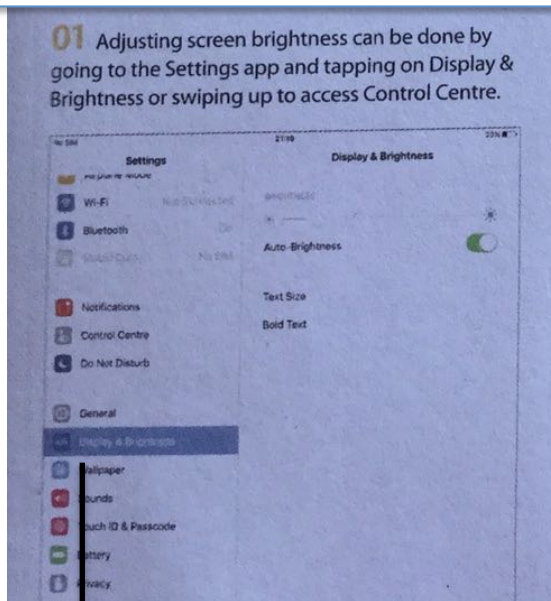
To lock your iPad in to one of these position. Turn your iPad to the position you would like ie. landscape or portrait, swipe up from the bottom and enter the CONTROL CENTRE and then tap the lock icon. Repeat this process to unlock. You can also do this going into the Settings Application.



To view these next tasks you will need to tap on the **Settings** icon again

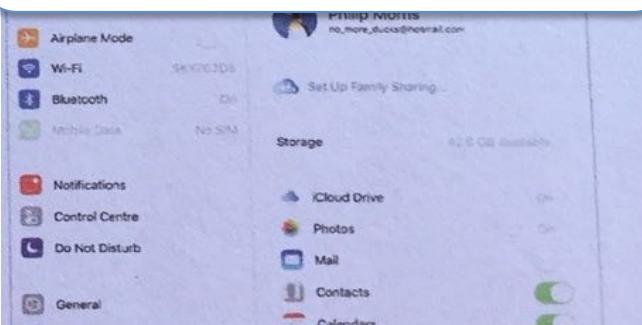


**Brightness** You are able to adjust the brightness of your screen to suit your own requirements. On newer iPads you can even adjust your iPad to give you night mode



Tap to Settings> Scroll to Display and Brightness and then adjust the brightness. You can also do this task through the CONTROL CENTRE at the bottom of your iPad .

**Syncing** .To ensure your info and apps stay up to date or backup some of your information. You can sign into iCloud using your Apple ID and move the sliders to Apps you want kept up to date.



Every Apple ID is given 5 GB of free storage on iCloud.

**Apps.** Short for applications are the programs that run on your iPad. Some Apple Apps are pre-installed to your iPad when you purchase your iPad. Apps are set in a grid on your screen but can be moved by pressing and holding them until they shake; you can then drag them into new positions. They can also be deleted. We will be spending quite a lot of time looking at different Apps as the course continues.

